Creating Partner Agreements

Training Starter Template

Objectives: All participants in the training will be able to:
- Create partnership agreements or memoranda of understanding (MOUs) that:
- Clearly define the purpose and goals of the partnership
- Specify each side's roles and responsibilities
- Measure success and provide opportunities for revision as needed

Total Amount of Time: _____   **Number of Participants**: _____

Preparation: _____   **Materials**: _____

_____   _____

_____   _____

_____   _____

Training Opening

- Engage Participants   _____ minutes
(Ice breaker/warm up activity related to the topic)

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- Introduce the Topic   _____ minutes
(Motivate participants, show them why the topic is important, share objectives & agenda)

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Training Middle   _____ minutes
(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic)
- Ask participants to pair off and talk about contracts (mortgages, rental agreements, cell phone provider, etc.) they have entered into and talk about the positive and negative experiences associated with them. Have participants share out.
- Point out the pros (clear rules, questions are answered up front, etc.) and cons (many cannot be adapted, fine print, etc.). Explain that MOUs, if created wisely, can address some of the pros and overcome some of the cons (by allowing for revision) related to similar contractual agreements.
- Pass out the Memoranda of Understanding resource (Y4Y, Strengthening Partnerships, Tools) and discuss the different sections of the document.

https://y4y.ed.gov

21st Century Community Learning Centers

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- Share examples of past partnerships and lead a discussion on some of the strengths and weaknesses of the partnership in relation to the MOU resource.
- Have groups decide on a potential future partnership and work on filling in the MOU document. Split up the MOU sections so that two to three small groups or individuals are just working on one section. Have groups share back out.

Training Wrap Up and Closing

- Summarize, consolidate _____ minutes
(Connect back to the objectives, check for understanding, and discuss questions)

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- Plan Next Steps _____ minutes
(Be specific about application to immediate practice.)

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- Closing Comments _____ minutes
(Acknowledge, motivate and inspire)

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Post-Training Assessment and Revision
- Formal or informal assessment of effectiveness of training
- Note changes to make
- Note areas for additional training